

## DELAWARE TRANSIT CORPORATION

## POSITION VACANCY POSTING

## CONTINUOUS POSTING

**METHOD OF APPLICATION: Employment Application**

INTERESTED CANDIDATES MUST FILE FOR THIS POSITION BY SUBMITTING AN EMPLOYMENT APPLICATION TO THE HUMAN RESOURCES DEPARTMENT.

POSITION #: XXX JOB CODE #: 066

POSITION TITLE                      Service Technician

PAY GRADE \_\_\_\_\_ PAY RATE 14.00 PAY RANGE \_\_\_\_\_  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Statewide DEPARTMENT Operations  
SECTION Maintenance

CLASSIFICATION:      FULL TIME      X      PART-TIME

CONTRACT: 8FR 8DR 32 N/C IBEW\_\_X\_\_

SCHEDULED HOURS: Varied

### SUMMARY OF POSITION:

The Service Technician is responsible for the general servicing of vehicles and equipment, as well as cleaning the interior and exterior of vehicles and facilities. The incumbent is responsible for performing grounds maintenance duties to include general up-keep and trash and snow removal. Specific responsibilities include inspecting and servicing all vehicles in accordance with manufacturers/DTC specifications; checking tire/wheels for secure lugs, proper inflation and serviceability; identifying and documenting missing/defective equipment; replacing decals; performing routine servicing of automated washing equipment, coordinating both availability of parts and cleaning materials for assigned tasks and work order completions; responding to emergency service calls to recover equipment and support emergency operations; complying with all DTC safety policies and promptly reporting safety hazards; and performing other assigned tasks related to functional area of responsibility. Duties require a valid Commercial Drivers License. The incumbent may be required to lift up to 50 pounds as part of regular job performance.

**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

### **Preferred Qualifications:**

1. Experience in the methods, materials and tools utilized in the servicing and cleaning of vehicles, equipment and facilities.  
**(Applicants must detail all their experience in each of the following areas such as: types of vehicles, equipment and facilities serviced, cleaned and the materials and tools utilized).**
2. Experience in applying manufactures' standards and specifications in the inspection of vehicles and identifying and documenting defects.  
**(Applicants must detail all their experience in each of the following areas such as: types of inspections performed utilizing manufactures standards and specifications and documents used to identify defects).**
3. Experience in basic computer skills and use of Windows based programs.  
**(Applicants must detail all their experience in each of the following areas such as: computer programs used).**

### **Condition of Employment:**

- Must possess a Valid Commercial Drivers License.
- Must be able to lift up to 50 pounds as part of regular job performance.

JOB DESCRIPTION: AVAILABLE ON-LINE AT **[www.dartfirststate.com](http://www.dartfirststate.com)**

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EQUAL OPPORTUNITY EMPLOYER

**"Application must specifically address each Preferred Qualification "**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**APPLY ON-LINE AT: [www.dartfirststate.com](http://www.dartfirststate.com)**

# Delaware Transit Corporation

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March 1, 1996  
November 30, 1998  
Revised: 04/17/2000

Job Code: 066

## Service Technician

**Summary of Job:** The Service Technician is responsible for the general servicing of vehicles and equipment, as well as cleaning the interior and exterior of vehicles and facilities. The incumbent is responsible for performing grounds maintenance duties to include general up-keep and trash and snow removal. Specific responsibilities include inspecting and servicing all vehicles in accordance with manufacturers/DTC specifications; checking tire/wheels for secure lugs, proper inflation and serviceability; identifying and documenting missing/defective equipment; replacing decals; performing routine servicing of automated washing equipment, coordinating both availability of parts and cleaning materials for assigned tasks and work order completions; responding to emergency service calls to recover equipment and support emergency operations; complying with all DTC safety policies and promptly reporting safety hazards; and performing other assigned tasks related to functional area of responsibility. Duties require a valid Commercial Driver's License. The incumbent may be required to lift up to 50 pounds as part of regular job performance. The position reports to the Maintenance Supervisor.

**Skills: Experience-based:** The service Technician must have general knowledge of methods, materials and tools utilized in the servicing of vehicles and equipment. The ability to effectively clean in an industrial setting and perform routine servicing of automated washing equipment is also essential.

**Skills: Knowledge-based:** The incumbent must have the ability to understand the application of manufacturers/DTC standards and specification in the inspection of vehicles and to be able to identify and document defects.

**Exercise of Discretion:** The Service Technician will perform within areas defined through DTC and/or manufacturers specifications and procedures.

**Complexity:** The Service Technician's work scope is relatively straightforward with daily operations governed by established guidelines and procedures. Relatively little independent judgement is required. Knowing and applying the appropriate guidelines lends moderate complexity to the position.

**Supervision Received:** The Service Technician operates under the direct supervision of the Maintenance Supervisor. Work is monitored on a daily basis.

**Supervision Exercised:** The Service Technician has no supervisory responsibility.

**Scope and Impact:** The Service Technician impacts on the effectiveness and efficiency of the Corporation=s vehicle maintenance program. The incumbent is responsible for high volume processing of routine work processes with emphasis on safety and efficiency. The success of the program has direct impact on the confidence of customers in the system, both as to safety, as well as reliability.

**Work Contacts:** The Service Technician contacts are basically within the organization with regular interaction within the peer group.

**Working Conditions:** This position functions in a noisy industrial environment requiring the use of safety equipment during the exercise of essential job functions. Incumbent also operates outdoors in extremes of weather conditions. The workdays and hours are generally regular as designated by assigned shift, although subject to periodic exception.

	<b>Essential Personnel Policy HR-075.01</b>		<b>FLSA</b>
°	Level I		Exempt
	Level II	°	Non-Exempt